

## **POLICE SERGEANT**

(Promotional Class)

### **DISTINGUISHING FEATURES OF WORK**

This is responsible supervisory and specialized law enforcement work in the field and at police headquarters. Positions of this class may involve duties of jailer, desk sergeant, juvenile work, traffic work, identification work, field sergeant work or investigative work. Supervision may be exercised over several lower ranking employees on an assigned shift. This class ranks immediately below that of Police Lieutenant. Considerable independent responsibility is involved but direct supervision and assistance is received from a superior officer.

### **EXAMPLES OF WORK**

(NOTE: The examples listed below indicate only the general type of work performed in these positions and are **not** intended to restrict duties to those listed.)

Instructs and inspects Police Officers before they go on duty, patrols city and observes Police Officer's at work, gives advice, instructions and assistance as required.

Acts as desk sergeant, books and records charges on arrest persons, operates communications systems, and keeps communication records, handles other details of arrest and related police clerical work.

Performs duties of jailer; locking up, feeding and caring for prisoners and collecting fines during court.

Supervises officers doing traffic work, assigns duties for special traffic conditions and checks investigation of accidents.

Performs law enforcement and crime prevention work involving offenses by or against juveniles. Investigates reports of delinquency and offenses concerning juveniles.

Performs duties of identification officers; prepares, identifies, maintains, criminal identification records; and photography.

Performs investigative work in plain clothes, secures information and evidence in order to arrest and indict persons who allegedly have committed crimes, interviews, victims, witnesses or others to obtain necessary information.

Attends classes on instruction and other training courses and prepares for more advanced police work.

Performs related work as required.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess regular and permanent status in good standing in the class of Police Corporal on closing date of application for examination.

Must possess a valid Louisiana driver's license.

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Rev	11-30-64
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	06-13-75
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